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DDA Registry

77-4168

OTR Registry

77-7549

21 JUL 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Harry E. Fitzwater  
Director of Training

SUBJECT: Career Training for DDA Personnel

REFERENCE: Memo to A/DDA from [redacted]  
dated 6 July 1977, DDA 77-364,  
Same Subject

STAT

1. Essentially two proposals are contained in the referenced memorandum. One recommends the establishment of a Directorate of Administration Training Program (DATP) for new DDA officers. The other recommends the utilization of the Career Training Program (CTP) for selected DDA junior officers who are committed to DDA careers and who have the potential of filling senior management positions in the Directorate.

2. The establishment of the Directorate of Administration Training Program, as proposed, is generally feasible. To implement the Program for calendar year 1978, I endorse the suggestion in the reference that a DDA officer be detailed to OTR to develop the content of the DATP, counsel trainees, and coordinate the execution of the training. Although we have not made a detailed study of what this training represents in terms of workload, I do feel that the proposed training should be reduced somewhat in length. It must be kept in mind that the individual office training (LOT, POT, SOT, etc.) will be added after the DATP phase is complete. The training to be taken by all DATP trainees can be shortened by approximately five weeks by:

a. Reducing the Operations Orientation to two weeks and the DDS&T and DDI Orientation to one week each; and

b. Accomplishing the DDA Office Orientation in six weeks rather than eight.

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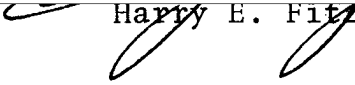
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c. The Field Administration Course (three weeks) should be excluded from the program, and attendance scheduled when the individual is nearing the first overseas assignment.

3. The second proposal is consistent with our proposal to the Executive Advisory Group regarding the revision of the Career Training Program, wherein the DDA would utilize the CTP as the prime means of accomplishing in-depth orientation to the Agency for a modest number of carefully selected junior professionals. We look forward to accommodating DDA internal candidates in future CT classes.

STAT

  
Harry E. Fitzwater

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